

Date: June 16, 2003

**NEW HIRE/SAFETY ORIENTATION FORM**

TO: Michelle N. Lee, JH:241-6

FROM: David King, Health and Medical Services Division

SUBJECT: NEW HIRE/SAFETY ORIENTATION

We, at NASA Ames Research Center, are committed to providing a healthy and safe working environment for all employees. Our mission success depends on the safety of each person that works at Ames. Because safety is our most important value we require that all new employees attend the New Hire/Safety Orientation.

This course will provide a basic prospectus of NASA Ames Research Center's safety, health, and environmental programs. In addition, basic principles for a safe and healthful workplace and an overview of regulatory drivers such as OSHA and EPA regulations will also be incorporated into this training.

Safety is the responsibility of every employee and contractor that works at Ames.

We are personally committed, along with our staff, to provide a safe and healthful work environment at Ames. By doing this together, we are confident we can achieve positive results.

You will need to call Tami Williams at (650) 604-2056 within two weeks of your entry on duty date to schedule your Safety Orientation session.

Copy for employee  
Copy for QH /Tami Williams, Mail Stop 221-10  
Copy for Supervisor